

PATHWAYS PROGRAMS IN USA STAFFING: QUICK START GUIDE

Announcing Jobs for Students and Recent Graduates through USA Staffing

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PART 1: GENERAL INFORMATION

The Executive Order 13562, "Recruiting and Hiring Students and Recent Graduates," dated December 27, 2010 establishes the Pathways Programs. These excepted-service programs include the Internship Program, Recent Graduates Program, and Presidential Management Fellows Program. The Pathways Programs replace the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP) with the Internship Program and create a program for recent graduates, the Recent Graduates Program. Specific information regarding the Pathways Programs can be found on the U.S. Office of Personnel Management's (OPM) website: http://www.opm.gov/hiringreform/pathways/. This guide outlines steps for posting a student or recent graduate announcement on USAJOBS through USA Staffing.

PART 2: CREATING THE VACANCY

The process of creating a vacancy for a student or recent graduate is similar to other positions. You must input the appropriate information in the Position Information page, including the *Vacancy Type, Pay Plan, Salary* basis, *Minimum Salary*, and *Maximum Salary*. Complete the remaining Vacancy section pages as appropriate. **Note:** Entering keywords like "Internship" or "Recent Graduate" on the *Position Title* field helps applicants find the announcement on USAJOBS.



PART 3: CREATING AN ASSESSMENT

The process of creating an assessment is similar for all positions. USA Staffing requires that an assessment be entered before an announcement can be released to USAJOBS. The assessment establishes the series, specialty, and grade(s) of the position. You should determine which assessment type best addresses your evaluation needs.



The following are some assessment types you can use for these positions:

- Manual Assessment. This assessment type can be used to simply establish the position series, specialty, and grade(s). With this assessment type, you have the option of manually reviewing applicant records and entering applicant ratings (eligible/ineligible) into the system. This will help you automate the referral process.
- Assessment Questionnaire. This assessment type can assist you in verifying that applicants meet the
 minimum qualification requirements for the grade(s) announced or other evaluation criteria. This
 will help you automate the applicant review and referral process.

The USA Staffing <u>online help</u> content includes comprehensive instructions for creating different assessment types.

Note: OPM offers unproctored, interactive online assessments for use in hiring for some of the most popular occupations Government-wide including new assessment batteries for Pathways Internship and Recent Graduate Positions. These new USA Hire online assessments use innovative and cutting edge technologies to assess the competencies critical to be successful in Pathways positions and designed to be user-friendly and attractive for both applicants and HR Specialists. For more information on how USA Hire can benefit your agency's hiring programs, contact Lauren.Albright@opm.gov.

PART 4: CREATING THE ANNOUNCEMENT

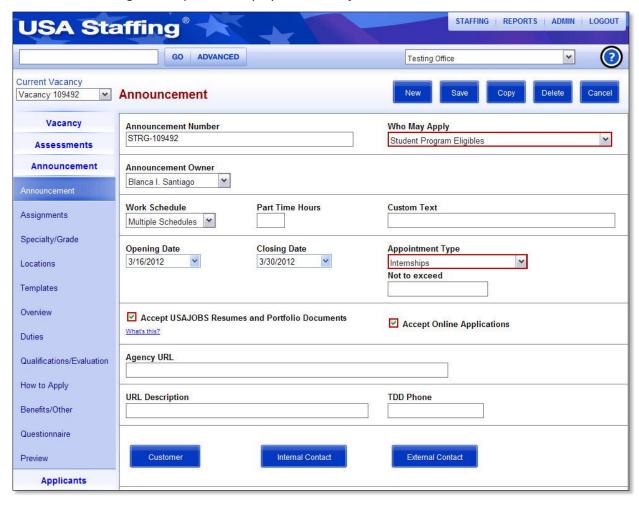
Pathways Programs positions must meet the public notice requirement by posting on USAJOBS. Once the public notice requisite is met, you may choose to collect applications via USA Staffing or outside of the system through a different approach. In either scenario, the announcement section is where you may find differences between announcing a student or recent graduate position versus other positions. This section focuses on:

- Selecting the appropriate area of consideration and appointment type to ensure the announcements are indexed correctly in the USAJOBS search results.
- Providing specific instructions for submitting an application.

Creating the Announcement and Collecting Applications through USA Staffing

If you are using USA Staffing to meet the public notice requirement and collect applications through USA Staffing:

- 1. Enter the **Announcement Number**.
- 2. Select Student Program Eligibles from the *Who May Apply* drop-down list. This ensures your student/recent graduate position displays in student job searches on USAJOBS.



- 3. Select Internships, Recent Graduates, or Other Student from the *Appointment Type* drop-down list. This ensures announcements display correctly in USAJOBS search results. The Other Student option is indexed as under "Internships" on USAJOBS.
- 4. Leave the *Accept USAJOBS Resumes and Portfolio Documents* box checked to allow applicants to select a USAJOBS resume and portfolio document(s) before continuing to Application Manager to complete and submit their application.
- 5. Leave the **Accept Online Applications** box checked to ensure applicants can apply online. This checkbox activates the **Apply Online** button on the USAJOBS announcement, which routes applicants through USAJOBS and then to Application Manager to complete their application.
- 6. Complete the remaining announcement pages as appropriate. Make sure you provide clear application instructions and specify any required documents.
- 7. On the Preview page, review your announcement and check the *Complete* box.
- 8. Check the *Release to USAJOBS* box to post the announcement.

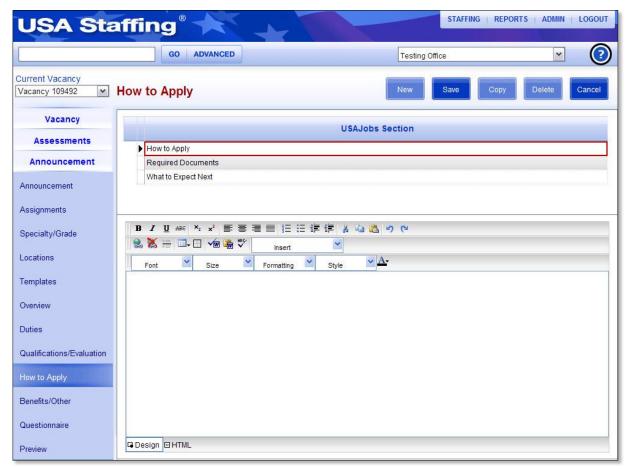
Creating a USAJOBS Advertisement (USA Staffing Announcement) and Collecting Applications Outside of USA Staffing

If you are only using USA Staffing to meet the public notice requirement by posting an ad on USAJOBS:

- 1. Uncheck the Accept USAJOBS resumes box as applicants will not by applying through USAJOBS.
- 2. Uncheck the *Accept Online Applications* box. This will suppress the *Apply Online* button on the USAJOBS announcement.



3. Provide alternate application instructions in the *How to Apply* section of the announcement. Make sure you specify the desired application submission method (for example, email address or fax number) and any required documents.



- 4. On the Preview page, review your announcement and check the *Complete* box.
- 5. Check the *Release to USAJOBS* box to post the announcement.

Note: When developing an Ad, remember USAJOBS has designated certain fields as required to release and post an announcement. It is recommended you enter "Not applicable" in announcement sections you do not want to use in the Ad. For information about fields required in USAJOBS, see <u>Appendix A</u>.

USAJOBS Search Results

Once you complete and release the announcement to USAJOBS, the search results are indexed as an "Internships" or "Recent Graduates" announcement under the **Work Type** item.



PART 5: REVIEWING, REFERRING, AND NOTIFYING APPLICANTS

If you collect applications through USA Staffing, the applicant review, notification, and referral process is similar to other positions.

Note: The USA Staffing <u>online help</u> content includes comprehensive instructions for reviewing applicant records, generating applicant notification emails, and issuing certificate of eligibles.

APPENDIX A: REQUIRED FIELDS IN USAJOBS

This table lists the fields required for posting student and recent graduate announcements or ads so they are indexed correctly on USAJOBS searches.

Name	Description	Requirement
Job Announcement Type	Designates type of JOA.	Case File, Continuous/Ongoing, or Standing Register
Job Announcement Number	Identification number assigned to the job announcement by the TAS	
Job Title	Name of the position being posted to USAJOBS.	
Location	Using the code for the location most closely associated with the position(s)	Location
Hiring Organization	Agency and sub-agency derived from a code	Agency/Sub-element
Occupation Code	The occupational series	Occupational Series
Pay Plan	Federal pay plan	Pay Plan
Appointment Duration	Each option provides its own canned statement that appears in the announcement.	Summer, PMF, Recent Grads, Internships
Opening Date	The date the announcement will appear on USAJOBS.	
Closing Date	The date the announcement will be removed from USAJOBS.	
Job Status	Each option provides its own canned statement that appears in the announcement.	Full-time, Part-time, Shift work, Intermittent, Job Sharing, Multiple Schedule
Salary Min	Minimum salary	
Salary Max	Maximum salary	
Salary Basis	Only Annual, Hourly, Intermittent	Annual, Hourly
Total Number of Openings	Actual number of openings associated with the position being posted to USAJOBS.	Numeric value, few or many
Pay Grade Low	Lowest pay grade of the position(s)	
Who May Apply	Each option provides its own canned statement that appears in the announcement.	Student Program Eligibles, All Groups of Qualified Individuals
Job Summary	Overall description of the job being posted to USAJOBS.	
Major Duties	Expected activities associated with the position being posted to USAJOBS.	
Requirements	Describes Job Requirements that are expected.	
How You Will Be Evaluated (Evaluations)	Describes the Candidate Evaluation Criteria for the JOA.	
Qualifications	Description of the items used to qualify and evaluate applicants applying to the position being published to USAJOBS.	
How to Apply	Text explaining steps prospective applicants can take to apply for the position.	

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Required Documents	Explanation of the documents the agency requires of applicants when applying to this position.	
What To Expect Next	Explanation of the activities that take place after the closing date of the announcement. Should include when applicants can expect to hear the outcome.	
Benefits	Description of employee benefits provided with the position.	